Project Managers' Advisory Group

MINUTES
July 17, 2006

Attending:

Sharon Hayes	ITS/EPMO
Alisa Cutler	ITS/EPMO
John McShane	ITS/EPMO
Barbara Schwartz	ITS
Jim Tulenko	ITS
Charles Richards	ITS
Tina Certo	ITS
Denny McQuire	ITS
LaQuita Hudson	ITS/ES
Kiran Kakarlamudi	ITS/ES
Todd Russ	ITS
Vicky Kumar	DOT
Cheryl Ritter	DOT
Caroline Jackson	DHHS
Charles Fraley	DHHS
Sheri Botts	DHHS/DIRM
Angela Taylor	DHHS/DIRM
Joe Cimbala	DMH/DD/SAS
Randy Moody	DENR

Sharon Hayes welcomed everyone to the meeting and asked first-time participants to introduce themselves. They were: **Tina Certo, Sheri Botts, Vicky Kumar**. **Sharon** announced the successful completion of the PMP certification by **Joe Cimbala**. A framed letter of congratulation from **George Bakolia** was presented to him. **Joe Cimbala** thanked **Jesus Lopez** and the team of instructors for the opportunity to participate in the PMP Exam Prep classes. Approval of June minutes was called for and approved.

John McShane gave an updated on the NCPMI Public Sector LIG. He informed that the first meeting was a huge success and that attendance at subsequent meetings has been steady. He said that he has a list of about fifteen items of feedback from attendees of the first meeting and that there were good topics that would be discussed at future meetings. He informed that the NCPMI website has a calendar and notices of upcoming events.

Sharon Hayes called for updates from the Task Groups. The Methodology team represented by **Alisa Cutler** reported that their group is continuing to meet weekly. The methodology group has representation from DOR, DPI, ITS, DHHS and is focusing on business cases. The outcome will be a Business Case Guideline & Framework document and a Business Case power point presentation. The Project Info tab will map to the new documents. The group is also starting to address project best practice templates and processes. **LaQuita Hudson** reported that the PM Promotion and Education task group is taking time off during the summer. **John McShane** expressed that the Earned Value task group is working on educating project managers on the use of this concept. There was no update for the Mentoring and Training group.

Sharon Hayes advised that Bob Giannuzzi was attending the PMO Executive Council Leadership Conference and will provide feedback to the group at next month's meeting.

Bob Giannuzzi was absent but has provided the following information on upcoming teleconferences of interest to the PM Advisory Group.

Organization/website	Contacts	Upcoming Calls
http://www.nascio.org/ nascioCommittees/ projectManagement	Elizabeth VanMeter 859/514-9176 evanmeter@AMRms.com Access *888/272-7337 conference ID 7544292#*	<u>August 1</u> (3:00) PM Maturity Assessments
PMO Executive Council http://www.pmo. executiveboard.com/ PMOEC/1,3241,,00.html	Register at website	<u>August 16</u> (12:00) Maximizing the Value of your PMO Executive Council Membership
CIO Executive Council http://www.cio. executiveboard.com/	Register at website	<u>August 8 (12:00)</u> Cost Discipline Series: Reducing Application Maintenance Spending

There was nothing to discuss on 06/07 PM group training, since this year's budget has not yet been determined. **Sharon Hayes** asked if anyone had suggestions for training. **Todd Russ** suggested requirements training. **LaQuita** said that classes were needed on prioritizing projects. **Sheri Botts** informed the group about an Excel course that she had attended and that she highly recommended. **Sharon** asked that she send the information to **Bob Giannuzzi** so it can be disseminated to the group. The course, entitled *Advanced Microsoft Excel Techniques* was offered by Skillpath Seminars (www.skillpath.com). **Joe Cimbala** on 7/20 followed up with a suggestion to consider free offerings in Excel through OSP (osp.state.nc.us/psp/freeresources.htm).

There were no major updates to the EPMO website.

Angela Taylor said that she liked the reports in the PM Tool. **Jim Tulenko** thanked her for the good feedback. **Jim** responded to various questions on the tool.

Someone from DHHS inquired about the listing of various enterprise software availability as part of the ITS service catalog. **Tina Certo** volunteered to follow up.

There was discussion around the Technology Planning Group. In response to the question, **Sharon** promised to inquire if there were minutes of TPG meetings and if so, where they were posted.

Sheri Botts gave a presentation on *Deliverables Dictionary* and *Expectation for Deliverables* and passed out documentation on the subjects.

There were no Agency Lessons Learned reports.

Sharon Hayes encouraged everyone to please volunteer for future presentations.

Meeting adjourned at 4:30 pm.